2021-2022 Service Guide

Assembly Sergeant At Arms
Wisconsin State Assembly

Welcome

Welcome to the State Assembly,

As Sergeant at Arms, I will strive to give you the best possible service and work to meet the needs of the Assembly. My staff and I look forward to assisting you in accomplishing the elected duties associated with your office. I hope you find that the Sergeant's Office is a valuable resource to you during your time in the Assembly.

In this Service Guide I have included many of our standard operating procedures for things such as committees, session, and caucus. At the time we envision some of those procedures will need to be adapted as we start the biennium and flexibility will be necessary. In particular we expect committee room assignments and operations, session day operations, food and beverage service may be different. **Areas that could have changes to normal practice will be bolded in this burgundy colored text throughout this guide.** As always we will work with you to facilitate Assembly operations as best we can**.**

Please feel free to contact me at any time. I look forward to working with you.

Sincerely,

Anne

Anne Tonnon Byers
Office of the Sergeant at Arms
Wisconsin State Assembly
411 West, State Capitol
PO Box 8952
Madison, WI 53708-8952
ph: 608.237.9620 fx: 608.282.3577
atonnon@legis.wi.gov
website: legis.wisconsin.gov/assembly/asgt
room schedule: rms.legis.wisconsin.gov

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Assembly Rule 6

The Assembly Sergeant at Arms shall:

Execute any directive of the Assembly or its presiding officer and perform all duties assigned to the Sergeant at Arms in connection with the maintenance of order in the Assembly.

Supervise the coming and going of all persons to and from the Assembly Chamber.

Supervise the provision of all legislative documents to the members.

Ensure that the chamber is properly ventilated and is open for the use of the members from one hour preceding any session until one hour after adjournment or as otherwise directed by the Speaker.

Supervise the employees assigned to the office of the Sergeant at Arms.

Certify the names and titles of all persons employed through the office of the Sergeant at Arms and, with the approval of the Speaker, the proper compensation due the Sergeant at Arms and each such employee.

Maintain order and quiet in and about the Chamber, remove disorderly persons or clear the galleries or other areas of the Chamber when directed to do so by the presiding officer, and carry out any other instructions of the presiding officer in relation to any disturbance which may occur in or near the Chamber.

Carry out the instructions of the presiding officer in compelling the attendance of absent members.

Assist the Chief Clerk in implementing and maintaining a sound personnel management program for the Assembly.

Perform, under the supervision of the Speaker, all additional duties and services assigned to the office of Sergeant at Arms by law, legislative rule, directive of the Assembly, or custom.

Ensure that the U.S. flag is displayed in the room in which an Assembly committee is meeting.

The Sergeant at Arms shall designate one of his or her employees as Assistant Sergeant at Arms to direct the duties of that office in the temporary absence of the Sergeant at Arms until his or her return. If the Sergeant at Arms is separated by death, resignation, or removal from office, the Assistant Sergeant at Arms may exercise all of the powers and shall carry out all of the duties of Sergeant at Arms until a Sergeant at Arms is elected.

Chapter

1

Sergeant's Role

Traditionally the Sergeant's office has been the service agency to the legislature. In keeping with that tradition we are here to assist in the everyday operation of Assembly offices.

The Assembly Sergeant at Arms is a nonpartisan service agency. Our main function is to assist the legislature and their staffs with their elected duties. Our objective is to provide excellent service in an efficient and professional manner.

The staff consists of a limited number of full-time and part-time employees who provide service to all of the ninety-nine representatives of the Assembly, their staffs, and all of the service agencies. The responsibilities of the Sergeant's office include errand completion, room reservations, office supplies, mailroom operations, parking, labeling and mailing projects, docucenter maintenance, room setup and staffing, chamber security, special event coordination, Legislative Hotline, furniture and office moves, door lettering, large document distribution.

Chapter

2

General Office Information

Office Hours

8:00 am – 5:00 pm Monday – Friday

The Sergeant's office keeps a limited number of staff on when the Assembly is in session in the evening. These staff persons are there to support the operations on the Assembly Floor. However, no food or beverage orders can be retrieved after 6:30 pm.

Holidays & Special Events

The Sergeant's office closes for designated holidays.* However, depending on the day of the week a particular holiday falls on, additional/alternate dates may apply. At times we find there are very few errands to be completed the afternoon prior to a holiday weekend or on other occasions. When this is the case, the Sergeant may choose to close the office early. When this is going to occur an e-mail will be sent prior to closing to alert offices of the anticipated closing time.

Our office may also close during special events where extra support is needed to host events such as Inauguration and the State of the State address. E-mail communication will also be sent for these occasions.

New Year's Day, January 1st
Inauguration Day – afternoon closure
Martin Luther King Jr. Day, third Monday in January
State of the State Address – closure during address
Budget Address – closure during address
Memorial Day, last Monday in May
Independence Day, July 4th
Labor Day, first Monday in September
Thanksgiving, last Thursday in November
Friday after Thanksgiving*
Christmas Eve, December 24th
Christmas Day, December 25th
New Year's Eve, December 31st

*The Friday after Thanksgiving is not a designated holiday, however the Sergeant at Arms office is closed on this date.

Office Contacts

Main Line

608-237-9620

Errand and Office Operations
PATTY (NEERLAND) SCHROEDER, OPERATIONS MANAGER
608-237-9620
Offices requesting errands or supplies can contact us at the main phone number 608-237-9620. Usually Patty will be the one answering your call as she oversees daily office operations including errands, training new staff, projects, hearing rooms access, and staff assignments.

Room Scheduling and A/V Requests
PAT MCKEE, ASSISTANT SERGEANT
608-237-9624 or Pat.McKee@legis.wi.gov
Pat oversees the scheduling of committees and hearing rooms. He is also the person to contact regarding specific setup needs including audio/visual requests.

Parking, Special Events, and Security
ANNE TONNON BYERS, SERGEANT
608-237-9623 or Anne.TonnonByers@legis.wi.gov
Anne takes care of coordination of the parking for the Assembly, however Capitol Police, 608-267-8797 should be contacted for enforcement issues. Anne is the person to contact for special events, such as State of the State. She can also be a liaison to DOA facilities and the Capitol Police who among other things oversee dome access - restrictions apply.

Legislative Hotline, Newspaper Delivery, Supplies, and Copier Maintenance
JOHN GRAF, OPERATIONS ASSISTANT
608-237-9621
John oversees the operation of the Legislative Hotline, newspaper delivery, supply ordering and recordkeeping, as well as multi-functional devices service calls for the Assembly. He also assists Pat with audio/visual room setup requests.

Furniture Moves, Door Lettering, and Copier Paper

MATT HUFFER-KIESOW, OPERATIONS ASSISTANT

608-237-9621

Matt facilitates moving offices and rearrangement of furniture within the office. We prefer to move the Assembly furniture because special care may be needed due to age and condition of pieces. Matt also oversees door lettering and distribution of copier paper for the Assembly.

Legislative Mailroom

CHUCK JOHNSON, POSTMASTER

Chuck.Johnson@legis.wisconsin.gov or 608-266-1006

Chuck oversees the operation of the legislative mailroom including incoming and outgoing mail, final completion of postal mailings, and can answer package and shipping questions.

Full-Time Staff

ERRANDS, SESSION, CAUCUS, COMMITTEE SETUP AND STAFF

608-237-9620

The Sergeant's office has a limited number of full-time employees who are here to assist with the operations of the Assembly. Responsibilities include errand completion, staffing and setting up the Assembly floor, caucus, committees, and hearing rooms, as well as supporting office operations and training limited-term employees.

BRIAN NARGES
ASHLEIGH PERNICE
SHERAB PHUNKYI
REBECCA RODRIGUEZ
SCOTT BYERS, MAILROOM
LORI WHITNEY, MAILROOM

Chapter

3

Employment

Each legislative session the Sergeant's office hires a number of limited-term employees. In general hiring takes place prior to a new floor period, however there may be vacancies so applications are accepted at any time. Legislative sponsorship can be helpful in obtaining a position. It is the policy of the Sergeant at Arms to adhere to affirmative action guidelines.

Schedule availability is an important part of our hiring process, since we hire based on the needs of the Assembly. Our greatest scheduling needs are Tuesday-Thursday. Employment follows the cycle of the legislative session. As such, May of even numbered years employment ends until an increase in workload merits rehiring.

Messenger duties include: errand completion, carrying bulky items, committees and floor session support, projects, providing security services, setting up rooms, moving furniture, copying, scanning, and answering the telephone.

The following are requirements for becoming an Assembly messenger:

- A positive work attitude and friendly demeanor
- An ability to follow directions
- A high school diploma or equivalent
- Good communication skills (prior experience in customer service is a plus)
- Ability to perform duties in a confidential and nonpartisan manner
- Eighteen years of age or older

We request that applications be submitted online at our website:
http://legis.wisconsin.gov/assembly/asgt/footer-pages/employment/

Chapter

4

Errands

HOW TO REQUEST AN ERRAND

Errand requests should be directed to the Sergeant's office at 237-9620.To ensure that an errand is completed properly, always give clear instructions. Please include:

- Your name and office.
- Exactly what the errand entails, providing as much detail as possible
- Is it a "take to" or "pickup"?
- Where is it going? For an outside pickup, please inform us of the agency/division name, contact person, street and room/floor number, or specific directions to the location
- Does the errand require any special knowledge, equipment (cart, dolly, etc.) or training?
- How large is the copy/scan job?
- What is the kind/size of distribution – committee, small, large, all Assembly, signatures (how many)?
- Is the errand time sensitive? Use the word "RUSH" or inform us if there is a time specific completion time.
- If you must leave your desk before a messenger arrives, please leave all instructions or material in the distribution basket in plain view.
- It is not necessary to request a specific messenger for an errand.

Every errand we do is recorded, so that should a problem arise we can go back and track it. If something goes wrong please let us know (as soon as it comes to your attention) we will track down the problem, try to resolve it and find out what went wrong. Feedback is always welcome. It helps us improve our service.

LABELING ERRANDS

To ensure proper delivery please take time to properly address the item, including room number, wing, and Representative's name. Outside deliveries should indicate room numbers, contacts, agency, and division (if applicable). Please set the errand in the outgoing distribution basket, especially if you will be leaving your desk. **When possible place distribution baskets near the office entrance. Gluing instead of licking envelopes is also appreciated.**

PRIORITY "RUSH" ERRANDS

Errands for leadership offices (Speaker, Majority Leader and Minority Leader) are considered high priority. All other errands or projects are done on a first-come, first-served basis. If you have a high priority errand, please indicate that your request is a "rush." If you have a "rush" errand, we will try our best to accommodate your request in as timely a manner as possible.

SESSION DAY ERRANDS

During legislative session, our main objective is to provide service to the Representatives on the Chamber Floor. As a result, offices may experience a delay with their regular errand requests, especially over the lunch hour. However, please contact our office if your errand is not completed within a reasonable period of time. Between noon and two is when restaurants are busiest and we have the longest waiting lines. Even with the lunch runs being a priority on session days, they often get backlogged.

SUPPLY REQUESTS

The Assembly Sergeant at Arms office maintains necessary supplies for the Assembly. Supplies can be requested by contacting our office by phone, 237-9620 or e-mail pneerlan@legis.wi.gov if not time sensitive. You are also welcome to pick out supplies in the Sergeant's office, 411 West.

Offices are encouraged to order only necessary supplies and not stockpile items. Having excess supplies on hand can lead to supply misplacement and this is not cost-effective for the Assembly. We try to keep necessary supplies on

CURRENT COST OF FREQUENTLY REQUESTED CHARGE ITEMS

CITATION PLAQUES - $8.00
RIBBON & SEAL - $0.20
HABBLS - $0.30
ACTIVITY BOOKLETS - $0.05
BLUEBOOK BOX - $0.32
CITATION MAILER - $0.60
CC MAILER: 10X13 - $0.13, 9X12 - $0.12, 6X9 - $0.06
LABELS (3-UP) - $0.12
FLAG CERTIFICATE - $0.05
COLORED PAPER - $3.20

hand. The Sergeant's staff is happy to deliver supply requests, no matter how small.

We do maintain a record of supply requests. Whereas most supplies are free of charge, special order items (that have been approved for purchase by the Chief Clerk) will be deducted from the office account. Other select items that are also charged for include mailers, citation plaques (we can assemble), labels, letterhead and envelopes, colored paper, How a Bill Becomes Law (HABBLs) and Student Activity Booklets.

OFFICE SAFETY SUPPLIES

Hand sanitizer*
Cleaning spray*
Paper towel roll
Face masks (cloth or disposable)

** Please save pump/bottle when refilling.*

FLAG REQUESTS

United States and Wisconsin state flags are available for purchase from the Assembly Chief Clerk. The Sergeant's staff is available to fly flags over the Capitol. Certificates to accompany each flag are available. The Governor's office is responsible for designating when flags should be flown at half-staff.

PROTOCOL FOR DISPLAYING FLAGS

The basic rule for civilian display of the flag of the United States is that it should be equal to, or in advance of, any other flag. In addition, the American flag should be placed at the speaker's right as s/he faces the audience, and the Wisconsin flag should be displayed to the speaker's left.

Types of Supplies

CONNECTORS
Binder clips and clamps
Glue, glue sticks
Paper clips
Pushpins
Stapler and staples
Tape, tape dispensers

MISCELLANEOUS
Date stamp (standard)
Printer toner cartridges
Citation paper, seals, ribbons, plaques

ORGANIZATION
Binders (3-ring - large, medium, small)
Dividers (3-ring)
File Folders (straight cut manila-letter, hanging, expandable)
Sheet protectors (standard)

PACKAGING
Mailers – *Blue Book* (cardboard); Padded #4 (9½ x 14½), #6 (citation 12 x 19), #7 (14¼ x 20)
Unpadded Mailers – 6x9, 9x12, 10 x 13
Labels (2-up or 3-up)
Mailing boxes, tubes
Rubber bands

PAPER
Message pads (standard or duplicate)
Writing Tablets – lined (small, letter)
Self-stick notes, flags (1⅜ x 1⅞, 3 x 3)
Letterhead/envelopes - legislature

WRITING INSTRUMENTS
Highlighters (thick/thin–various colors)
Markers, permanent (black, blue, red)
Pens, various (blue, black, red)
Pencils (standard)
Whiteout

CLEANING / SAFETY (NEW)
Hand sanitizer*
Cleaning spray*
Paper towel roll
Face masks (cloth or disposable)

* Please save pump/bottle when refilling

ASSEMBLY RICOH MULTI-FUNCTIONAL DEVICES LOCATIONS

Ground West
19 West
MFD 34926

First North
110 North
MFD 34927

Second West
Chambers
MFD 34931

Third North
320 North
MFD 34929

Third East
313 East
MFD 34928

Fourth West
411 West
MFD 34930

COPYING AND SCANNING

When requesting copying or scanning errands please indicate if your project is a lengthy one or needs certain skills or materials to be completed. There are several Ricoh Multi-Functional Devices (MFDs) within the Capitol. For extensive copying projects contact the Chief Clerk's office for information on state printing services.

Each office is assigned a unique user ID for use of the MFDs. Please provide this number to the Sergeant's staff person completing your project. Questions about office user codes should be referred to the Chief Clerk's office. For scanning please also provide the district number (programmed on the MFDs) or individual e-mail for which items are to be scanned.

PRINTING TO MULTI-FUNCTIONAL DEVICES

Every office has the capability to print directly to the MFDs. These copiers are added automatically to any Assembly employee login. If you cannot print to the machines please contact LTSB.

MACHINE REPAIR

The Sergeant's office maintains the Assembly MFDs located in the Capitol. Please contact our office for repairs. Please keep in mind that it can take some time to get a technician in to repair a machine. However, lengthy delays should be brought to our attention.

MACHINE SUPPLIES

Any supply needs for the machines should be brought to the Sergeant's office's attention. MFD and office printer supplies are contracted by LTSB. Paper for the Capitol machines can be ordered by contacting the Sergeant's office.

FAXING

Incoming and outgoing faxing is available through Outlook. (The MFDs no longer fax). Each office has an assigned fax number for receiving faxes. Incoming messages will arrive in the shared folder.

Individual Assembly fax numbers are as follows:

(608) 282-36 + District Number

The Senate fax numbers are:

(608) 282-35 + District Number

Additionally, here are the following support agency fax numbers:

Assembly Chief Clerk:	**(608) 282-3576**
Assembly Sergeant:	**(608) 282-3577**
LTSB:	**(608) 282-3600**

How to send an outgoing fax:

- In the TO: field in a new email message, enter [fax: 1-XXX-XXX-XXXX]
- Press CTRL+K to resolve the entry
- Send the fax/email as normal

DISTRIBUTIONS

NEWSPAPER DISTRIBUTION

Our office delivers the daily newspapers. The papers are delivered between 8:00 and 8:45 am. If you do not receive your paper, contact our office the day it is missing so we may correct the situation. If you have a question regarding your newspaper subscription (starting or stopping), contact the Chief Clerk's office.

URGENT DISTRIBUTIONS

The Sergeant's office is available to hand-deliver **urgent** committee, Republican, Democratic or total distributions that cannot be sent electronically. Other hard copy distributions (co-sponsorship letters, agency briefings, etc.) should be sent through the mail.

Please be aware of the types of information our office is not responsible for hand delivering. Our office will not hand deliver any material of a purely personal or political

nature (for example: lobbyist materials, constituent resumes or invitations). These will be sent through the mail. Please call our office if you have any questions about a distribution.

BIENNIAL DISTRIBUTIONS

Each biennium every legislative office is allocated a set number of the *Wisconsin Blue Book*, and hard and soft cover statutes in accordance with Statute 35.84. We will ask for a signature verifying receipt when we distribute these. The *Blue Book* usually comes in several shipments in October of odd number years, and the statutes usually arrive in January of odd numbered years.

State highway and wall maps are also typically revised every two years at which time the Department of Transportation will circulate a memo requesting orders for up to 500 highway maps. Additional maps may be requested by submitting a wall map order form to mgt.dbm@dot.state.wi.gov. The form can be found at http://legis.wisconsin.gov/assembly/asgt/media/1033/wall-map-order-form.pdf.

SESSION DAY FLOOR DISTRIBUTIONS

While rarely requested, the Assembly has a formal Floor distribution policy that requires that the item be stamped, signed by the Representative submitting and given to the Sergeant's staff at least 30 minutes prior to the start of session to allow adequate time for scanning (paper copies are not distributed). The complete policy can be viewed here: https://legis.wisconsin.gov/assembly/asgt/submenu/legislative-business-session-information/

Equipment that can be borrowed from the Sergeant's office include:

- Four Wheel Cart
- Two Wheel Dolly
- Easels
- Display Screen
- Portable Table Top Podium
- Conference Speaker Phone
- White Board
- Paper Cutter
- Large Recycling Bins (DOA)
- Small Recycling Bins (DOA)

It is the policy of the Sergeant at Arms office that all equipment loaned out must have a usage agreement signed for accountability and tracking purposes.

MISCELLANEOUS ERRAND INFORMATION

EQUIPMENT USAGE

The Sergeant's staff has a variety of items that can be borrowed on a short-term basis (see side bar). An office usage agreement must be filled out upon delivery. It is appreciated if items borrowed get returned in a timely fashion so they are available for everyone's use.

SECURITY POLICY

Our staff will not enter a locked office or open an office for anyone other than the employees of that office. The only exceptions are when a legislator has given us written authorization or an employee of that office has directed us to do so. It is the Sergeant's policy not to work on projects or answer phones in offices where the staff are absent for a lengthy period of time.

LONG DISTANCE ERRANDS

Messengers do not have access to a state car. If no other means (e-mail, scan, etc.) of sending an item is available contact the Chief Clerk's office to arrange for a private courier service pickup. The legislative postmaster can also arrange for Fed Ex pickup when needed.

IMPROPER ERRANDS

No member of the Sergeant's staff is to do anything illegal or perform any errand of a purely personal or political nature. In addition, the Sergeant's office is unable to transport legislators' laptop computers. Other things the Sergeant's office CANNOT DO include:

- Purchase or transport of alcoholic beverages.
- Any type of shopping for personal items, including prescriptions, clothing, etc.
- Substitution for office duties, such as typing, research, data entry, personal filing, etc.
- Getting food orders for legislative staff.
- Acting as chauffeurs for the legislators or for friends/family of legislators.
- Checking legislators in or out of hotels.
- Bank transactions, including cashing personal checks.
- Transporting legislators' cars to or from parking spaces.

If you question whether an errand is appropriate or not, please check with the Sergeant at Arms.

Chapter

5

Room Reservations

ROOM OVERSIGHT

The Assembly Sergeant's office maintains and helps facilitate usage of the Assembly rooms. In addition to overseeing the usage of the rooms, we help coordinate committee room assignments and provide staff to official legislative committees and caucuses. We also maintain an online calendar that is available for viewing to see up-to-date reservation information. Assembly offices can also request rooms on our online calendar.

RESERVING HEARING ROOMS

The Sergeant's office works to accommodate the various needs for usage of the Assembly spaces. That being said, there are times when events get bumped. Reserved rooms are not guaranteed. Legislative events take precedence.

Room Reservation Prioritization

The general order for who has priority for room reservations is as follows:

1. Partisan caucus
2. Conference committees

ASSEMBLY ROOMS

http://rms.legis.state.wi.us
(external user)
rms/ (internal user)

Assembly Chambers and Parlor
(approx. 200 gallery seats)

Grand Army of the Republic Hall (GAR), 413 North
504-5191
(20 dais, approx. 90 chairs)

Joint Finance Room, 412 East, a/v capable
504-5193
(17 dais, +6 wings approx. 90 chairs)

225 Northwest - Bonnie Reese
504-5181
(20 seats at oval table, 30 chairs)

328 Northwest
504-5184
(20 seats at oval table, 30 chairs)

415 Northwest
504-5187 ***food allowed location***
(20 seats at oval table, 30 chairs)

300 Northeast
504-5183
(16 seats at table, 30 chairs)

400 Northeast
504-5185
(12 seats at table, 30 chairs)

PLEASE NOTE: These are the normal seating numbers for rooms (not socially distanced). The approximate round room socially distanced capacity is currently 17.

SENATE ROOMS

http://rms/SenateIndex.aspx

Senate Chambers and Parlor

411 South, a/v capable
266-3477

201 Southeast
266-2650

300 Southeast
266-2723

330 Southwest
266-2750

425 Southwest
266-2795

400 Southeast
266-5760

Note:
Southeast/Southwest rooms have t-shaped setup.

The Senate calendar can be viewed by clicking the link at the top of the Assembly online calendar:

3. Assembly standing committees – assigned room and day
4. Assembly committees – approved to use room from chair normally assigned room and ok'd to meet by Speaker.
5. Other Assembly committees (including standing and special)
6. Official Assembly events (including subcommittees, task forces, special events)
7. Joint Committees
8. Legislative Council Study Committees
9. Senate Committees
10. Official Senate Organizations
11. Legislative support agencies and staff
12. Representative-sponsored groups (including press conferences)
13. Senate-sponsored groups (including press conferences)
14. Outside government departments and support agencies
15. Outside groups and individuals (with the Sergeant's written approval and deposit)
16. General public

This order is meant to be a general guideline and we will attempt to honor as many requests as possible with this structure in mind. All requests should be made within a reasonable time frame.

CHECKING ROOM AVAILABILITY

Room availability can be viewed at http://rms/ for internal Legislative users or at http://rms.legis.state.wi.us (when not on a state computer).

HOW TO MAKE A RESERVATION

Room requests can be from the http://rms site directly or by contacting the Sergeant's office. Assistant Sergeant Pat McKee does the coordination of rooms. His direct line is 608-237-9624 and email is pat.mckee@legis.wi.gov. In his absence Anne or Patty can assist you. Please provide the following information when requesting a room:

- Subject / purpose (Representative or committee name)
- Desired location
- Date
- Start Time
- Duration
- Description including name of group you are meeting with or reserving the space for, any special setup (press conference, chair arrangement, a/v) or equipment requests (easel, screen, etc.)
- Your contact information should we need to contact you about the reservation (this is automatically included when requesting online).

PLEASE NOTE: During busy committee work periods there is a real possibility of getting bumped out of a room on relatively short notice (please see room reservation prioritization on page 13). Legislative functions take precedence over outside organization reservations, and are subject to being bumped.

RULES FOR ASSEMBLY HEARING ROOMS

With the Capitol closed to the general public right now should you wish to meet with a group in one of the hearing rooms you will need to meet and escort your guests to the room. By sponsoring a group you are vouching for the group so that they do not have to place a deposit to ensure the facilities are left unharmed. There are a number of guidelines established to keep the Assembly rooms in good condition. They are as follows:

- No adhesive tape of any kind may be used on any surface within these rooms (the Sergeant's office has easels available to Representatives)
- Debris should be picked up and placed in the waste and recycling baskets. The room should be left in the condition it was found.

- If spills do happen please contact our office so we can contact maintenance.
- Children should not be left unattended in the rooms.
- After hours use is not allowed.
- The Sergeant's office should be contacted in advance if special setup is desired (some items cannot be moved).
- No long distance phone calls (except when billing arrangements have been made prior to the meeting).
- **Not currently offered** – Normally coffee and water can be provided upon request. A $2.50 / carafe payment is required (cash/check payable to the Assembly Chief Clerk).
- If food or drink usage has been authorized in advance in the room, no open flame, red juice, nor alcohol is allowed.
- Door should be closed, not locked upon departure.

If damage occurs to the Assembly hearing rooms the Assembly may seek reimbursement to cover the Department of Administration repair and cleaning costs. Please feel free to contact us should you have any questions or concerns.

COMMITTEES

COMMITTEE ROOM ASSIGNMENTS

Every legislative biennium committees and committee assignments are established by leadership at the beginning of session. **Due to current social distancing guidelines currently some hearing rooms may not be able to house a typical full in-person committee. We will work with leadership and the Legislative Technology Service Bureau to accommodate hearings the best we can. Outlined below is the usual assignment process. Deviations from this practice may be necessary as we begin the 2021-22 Session.**

Once the committees have been determined rooms will be designated for the Assembly standing committee on an every other week basis. This alternating schedule is designated as "even" or "odd" weeks. The "even" and "odd" do not correspond with calendar dates, but rather is a reference to alternating weeks.

The first week of a biennium will be designated as either "even" or "odd" and it will switch back and forth throughout the two-year cycle. Each committee will be assigned a day (Tuesdays, Wednesdays, or Thursdays) on either an even or an odd week. Committee and room assignments, as well as even/odd week designation can be found on the Sergeant's website at http://legis.wisconsin.gov/assembly/asgt/submenu/legislative-business-committee-information/. If you have any questions about room assignments or alternate weeks, please call the Sergeant's office.

COMMITTEE ROOM RESERVATION GUIDELINES

Even though normally each committee is assigned to use a specific hearing room on a designated day and week, this is not a guarantee that the room will always be available to you on this day. The Sergeant's office needs reasonable notification, even on a designated committee meeting day, so that prior events scheduled can be moved out of the requested room.

In addition to the normal room request information we will want to know if it is the committee's normally scheduled room and day. If not, you would be advised to contact the Speaker's office and the committee assigned the room you are requesting. Failure to do this may result in your reservation getting bumped.

Contacting us prior to issuance of a hearing notice allows us to make sure the room has not been scheduled for another use and ensures that meeting is properly set up and staffed. Notifying us of a cancellation opens up the room for other use and stops the staff from setting up unnecessarily. In addition to scheduling the room, we appreciate being sent a copy of the *Hearing Notice* to ensure reservation accuracy. We can also link electronic notices to the on-line hearing room schedule we maintain.

IMPORTANT: THE SERGEANT'S OFFICE SHOULD ALWAYS BE CONTACTED PRIOR TO SCHEDULING OR CANCELING A HEARING.

Currently we need to notify the Capitol Police when committees are scheduled to meet so the building can be open to the public. The public entrance is Martin Luther King Jr. Blvd. The building is general opened thirty minutes prior to the meeting's start and closed thirty minutes after adjournment.

For more socially distanced viewing we can also request the Department of Administration broadcast the hearing in the Rotunda or set up a Wisconsin Eye feed in another Assembly room should it be available. Please let us know if this is something the committee would like when making the reservation.

COMMITTEE SET-UP

COFFEE, WATER AND HEARING SLIPS

Normally coffee and water will be provided for each committee, unless specified differently by the committee clerk. **Currently only bottled water is supplied to committee members. Hand sanitizer and surface cleaner is supplied in every hearing room.** Our office also provides each public hearing with a supply of hearing registration slips*. Note: Hearing slips are not provided in advance of a scheduled committee to ensure that individuals turning in registration slips are actually present at the hearing.*

NAMEPLATES AND SEATING CHARTS

Our office sets up legislative nameplates for committee hearings according to the seating chart provided at the beginning of the biennium. We will keep these charts on file and refer to them every time the committee meets. Committee clerks are responsible for updating their seating chart whenever there are membership changes on the committee.

NOTICE OF BROADCAST

On a weekly basis Wisconsin Eye notifies the Assembly of the committees it plans to broadcast. For committees scheduled to be broadcast, we will post the following notice: "This Assembly proceeding is being recorded for broadcast by Wisconsin Eye."

NOTICE OF HEARING

Outside each hearing room there is a box designated for posting happenings in the committee room. On a weekly basis the Sergeant's office posts scheduled meetings for each room in this box. Hearing Notices have priority over this weekly posting. Committee clerks should place the hearing notice (in front of the Sergeant's posting) the day of the committee hearing. Hearing rooms 225NW, 328NW, 415NW, 300NE, and 400NE each have one posting box. GAR (413N), 412E (Finance) and the North Hearing Room (NHR) each have two posting boxes (one by each entrance).

Due to the hearing notice boards outside the two Chambers not being accessible to the public currently the Department of Administration has set up a public notice board at the Martin Luther King entrance that is locked. To have notice posted here please e-mail Jason Rittel at jason.rittel@wisconsin.gov with the subject line Open Meeting Notice.

STAFFING

Every scheduled committee has a messenger assigned to staff hearings unless the committee clerk specifies differently. Before each hearing, the messenger is instructed to contact the committee clerk for instructions. Messengers are available during committee meetings to collect hearing slips and run routine errands for committee members. Messengers do not do errands for the public.

The Sergeant's staff is available to assist with any changes in committee operations during the pandemic including but not limited to an invited speaker participating virtually for the committee.

SPECIAL COMMITTEE NEEDS

LARGE PUBLIC HEARINGS

We appreciate advance notice if a large turnout is expected at a public hearing. When an issue is expected to draw large crowds please let us know that when reserving the space so we can alert the Capitol Police and provide more staff if warranted.

Hearing Protocols

Assembly Rule 11 states: "Insofar as applicable, the rules of the assembly apply to the procedures of the standing committee and special committees." The Sergeant's staff at the hearing is there to assist the committee with conducting the hearing. We will assist the committee chair and clerk, as directed, in making the hearing run smoothly.

If a large crowd unexpectedly shows up at a hearing notify our office. If it is deemed necessary, we will work to move the committee into a bigger room whenever possible or provide additional staff for the hearing.

OUT-OF-TOWN HEARINGS

Out-of-town committee staffing must be approved. Contact the Chief Clerk to receive an application form. A messenger assigned to an out-of-town proceeding will need detailed information, including:

- Expected duration of the committee
- Specific directions to the facility
- If an overnight stay(s) is necessary, arrangements that have been made
- Notification if we will be responsible for picking up a state vehicle and completion of necessary paperwork (contact the Chief Clerk to make car requisition arrangements)
- Written list of who needs a ride to and from the proceeding (full-time messengers can drive state cars to out-of-town hearings)
- At what time will the group leave the Capitol and where will they be meeting
- What kind of meal arrangements have been made (if applicable)
- Any special instructions, including extra nameplates, water pitchers, etc. to bring

PRIVATE EVENT ROOM USE

When the building is open the general public is permitted to use Assembly rooms when they are not in use during normal building hours. Permits and information about reserving the space are available on our website at:
http://legis.wisconsin.gov/assembly/asgt/submenu/legislative-business-ceremonial-reservations/.

Chapter

6

Session

SERGEANT'S ROLE

During session, the focus of the Sergeant's office shifts from assisting offices with their daily errands to assisting legislators on the Assembly Floor. As a result, requested office errands may unfortunately be delayed. We rely on legislative offices to understand and cooperate with this situation.

When the legislature is in session the Sergeant's office will have personnel designated to secure the Assembly Floor area. Our staff is also there to assist members and staff. On session days, the Assembly Floor is restricted to support staff (Chief Clerk, LTSB, Sergeant's staff) and legislators. Legislative staff members are allowed in the Parlor, the Loggia and the Lobby (map follows). If a staff member needs to talk to a Representative or wants to send him or her a note we are happy to assist. Our staff is designated to stand at the center Parlor doors and the front door of the Chamber should you need assistance.

During a Call of the House, the Sergeant's office will secure the perimeter of the Chamber area and also search for members outside the Chamber. During a Call we appreciate members' cooperation and prompt return to the Assembly Floor.

FOOD ORDERS

During a legislative session it is not always possible for the Representatives to procure their own meals. For that reason, one of the services the Sergeant's office offers is food pick up until 6:30 pm. Messengers are prohibited from getting meals for legislative staff, the public, or for the friends and family of legislators. **Only members of the legislature are allowed to use this service. Pickup orders CANNOT be placed after 6:30 pm – no exception.** Menus will be provided for nearby establishments until 6:30. After this time delivery menus will be made available.

We compile menus of area restaurants for you to choose from. We recommend ordering well in advance (a half hour or more) of when you would like to eat. We often combine several orders at once to save time and work efficiently. Even with this being the case, between noon and two is when restaurants are busiest and we have the longest wait.

Many restaurant operations are currently different. While each establishment has its own protocols several have made changes to their operation (including possible closures) so flexibility may be necessary. Examples of changes include not allowing cash payment, requesting online payment, limiting hours of operations, time specific pick-ups, etc. Also, if eating in an area where multiple people might have contact with a surface the best practice is to wipe down the tables prior to and after eating. The Sergeant's staff will do this as time and space permits, but cleaning spray and paper towels will also be available for everyone's use.

How a Representative Can Order Food

- Obtain a menu list and an envelope.
- Print your **first and last name** on the space provided. (Restaurants request a first name when we call in orders. Orders are placed in advance when possible to cut down on wait time at the establishment.)
- Indicate the **restaurant** from which you are ordering.
- Write down your **order specifics**. Please provide a complete description/name of the item(s) you are ordering**. Include any special instructions – toppings, breads, dressings, beverages, etc**.
- **Circle** where you would like the order delivered (**caucus, Parlor**).
- **Indicate the amount of money you are including and the approximate total cost**. **Please include enough money for tax**. Should we have to come back for more money it will only delay the errand. When placing delivery orders (in the evening) please indicate how much gratuity you would like the driver to be given, otherwise we will estimate 15% gratuity. If you prefer to pay the driver yourself, indicate that - we will place the order, return the envelope to you and let you know when the delivery arrives.
- If others are ordering with you, please turn in all requests at the same time (this is important for delivery orders, since there are often minimum delivery amounts).
- When the order arrives, we will return the original envelope (with change) to you. If the Assembly is in session the order will be in the Parlor labeled with your name on it (food is not allowed on the Assembly Floor), otherwise the food will be delivered to you at the location you selected.
- First requests will take priority over individuals requesting additional runs.

RULES OF THE FLOOR

WHO'S ALLOWED ON THE FLOOR: Current legislators, constitutional officers, and former legislators (who are not lobbyists) are allowed on the Assembly Floor during session. In addition, legislative staff are allowed on the Floor until a half hour before session begins and fifteen minutes after session adjourns.

When the Assembly is in recess (typically for caucus) we are still in session. During this time (when tours are offered - **currently no tours are operating**) groups are asked to view the Assembly Chamber from the galleries. Tour guides have been instructed on these procedures and have keys to access the Gallery areas for this purpose. Galleries are also secured while in recess. We ask that members not bring groups onto the Assembly Floor during a recess. Your cooperation in keeping all of the member desks and personal belongings secure is appreciated.

WHERE CONSTITUENTS ARE ALLOWED DURING SESSION: When the Assembly is convened in session, constituents visiting the Capitol are allowed to view the proceedings from the Assembly Gallery.

During regular session days (when the Outer Chamber is not locked down) members of the public may visit the Outer Lobby of the Chamber when accompanied by a legislator or legislative staff. However, guests must be in the gallery to be introduced to the body. If a legislator needs to step away from the Floor to meet with a constituent they may do so in the Parlor as long as the guest is accompanied by the legislator and/or legislative staff at all times and is not a registered lobbyist.

> **SPECIAL GUESTS:** On occasion special guests are invited for Hometown Hero Awards, special resolutions, etc. at the start of session. The Majority Leader's office should be contacted in these instances to discuss seating in advance. If seated on the Assembly Floor, guests should be escorted by the Representative or staff.

WHERE LOBBYISTS ARE ALLOWED DURING SESSION: When the Assembly is in session registered lobbyists can view the proceedings from the Assembly Gallery, or in the Outer Chamber (when it is not locked down) if accompanied by a Legislator or legislative staff. We ask that lobbyists not be brought into the Assembly Parlor on session days.

WHERE PRESS CONFERENCES ARE HELD DURING SESSION: Press conferences cannot be held in the Assembly Parlor while the Assembly is in session. One of the other hearing rooms can be utilized for a press conference while the Assembly is convened.

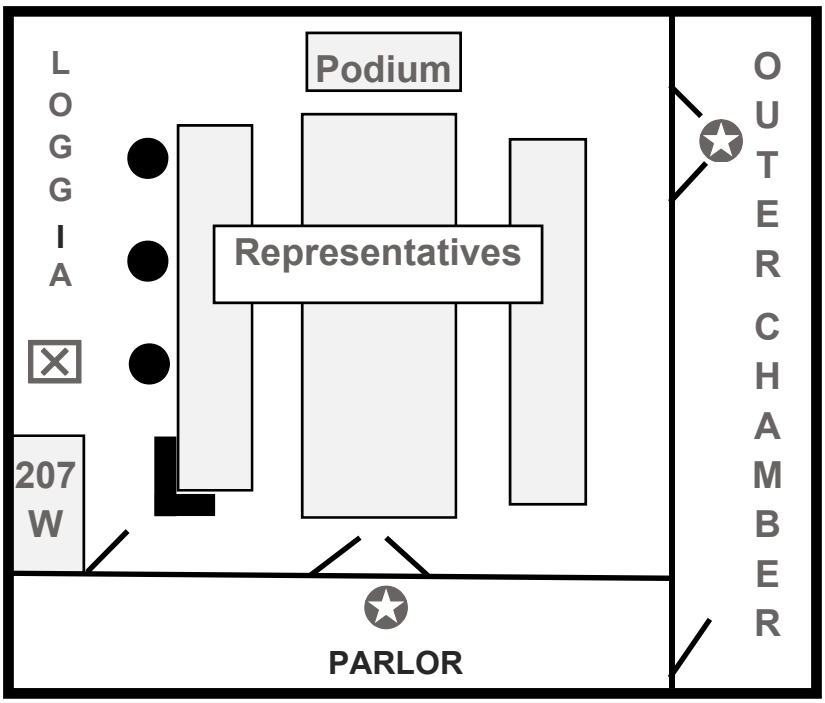
WHERE ARE PRESS ALLOWED DURING SESSION: In the Assembly Chambers there are designated areas for the media on the Assembly Floor (area in the Loggia).* Should a Representative need to speak with a member of the media outside of the Chamber we ask that it not be in the Assembly Parlor and that if in the Outer Lobby that cameras not be pointed towards the Chamber while session is in progress. *Designated areas change to accommodate coverage on big media days, such as the State of the State. .

WHERE STAFF ARE ALLOWED DURING SESSION: Legislative staff are allowed in the Gallery, the Parlor, the Loggia, and the Outer Chamber area during session (a chart follows). Messengers are located at most entry points into the Chamber, and are available to deliver materials to legislators on the Assembly Floor. Staff in the Loggia can sit by the support agencies in the designated viewing area (behind the pillars) and are not to be standing in the side or rear aisles of the Chamber.

> **GAINING ACCESS:** Legislative employees are strongly encouraged to wear their state-issued identification card, especially on session days. This allows my staff and the Capitol Police to readily identify and allow access to designated areas when desired. Identification cards are provided by the Capitol Police. Appointments to obtain one can be made by contacting the Chief Clerk's office.

For social distancing purposes seating may be more limited in the Loggia, the Galleries, and the Parlor. When possible session will also be broadcast in the Capitol Rotunda for additional viewing.

Session Day Floor Access Guide



Key:

✪ = Designated areas where messengers are located to run errands for legislative staff to & from Representatives.

☒ = Designated staff area in Loggia

Staff are allowed: *(Please wear ID)*	**Outer Chamber** **Parlor** **Loggia*** **Gallery**
Lobbyists are allowed:	**Outer Chamber**** **Gallery**
Constituents (non-lobbyist) are allowed:	**Outer Chamber**** **Gallery** **Parlor**

For social distancing purposes seating may be more limited in the Loggia, the Galleries, and the Parlor. When possible session will also be broadcast in the Capitol Rotunda for additional viewing.

* Office staff are not allowed on the Assembly Floor so to access the Loggia area please walk through the Parlor and enter by the doors near 207 West.

** When there are security risks the Outer Chamber area may be locked down and no guests will be allowed in. Otherwise guests in this area should be accompanied.

Mail Reference Information

- Location: B10 West
  Postmaster:
  chuck.johnson@legis.wi.gov
  or 266-1006 (voicemail)
- Mailroom: 266-5837
  (no voicemail)

- Capitol Mailing Address:
  - Representatives A-L
    - PO Box 8952
      Madison, WI 53708-8952
  - Representatives M-Z
    - PO Box 8953
      Madison, WI 53708-8953

- Deliveries Only Address:
  - Risser Justice Center
    17 West Main Street
    Madison, WI 53703

Delivery Deadlines

- Same Day In-House Distribution Deadline:
  - Morning: **8:30 am**
  - Afternoon: **10:30 am**

- Office Delivery Times:
  - Morning: 9 – 11 am
  - Afternoon: 1 – 3 pm

  Note: Monday deliveries may be slightly delayed.

- Outgoing Mail Deadlines:
  Outgoing Baskets: **1 pm**
  Mailroom: **2:10 pm**

Chapter

7

Mail

INFORMATION

The Assembly and Senate mailroom work cooperatively in room B10 West. Should you have specific questions regarding a particular postal item, please contact Chuck Johnson at Chuck.Johnson@legis.wisconsin.gov or 266-1006.

INCOMING MAIL

All mail is delivered to the Risser Justice Center by the Department of Administration and then then transported to the Capitol mailroom, where we pick it up, sort and deliver it between 9 and 11 am and 1 and 2:30 pm. Monday mail is typically delayed due to additional weekend mail.

OUTGOING MAIL

Offices should place their outgoing U.S. mail with an accompanying mail slip in one of the numerous mail baskets located throughout the Capitol. This “non-rush” mail is picked up twice a day, once in the morning and once in the afternoon. Call the mailroom to find out the location of a basket closest to your office.
Note: Please do not put large numbers of *Blue*

Books in these baskets. Contact the Sergeant's office to hand deliver them to the mailroom. At the end of the month the mailroom will compile the costs of letters and packages that you send out. This information is then forwarded to the Chief Clerk's office for billing purposes.

PICKUP TIMES FOR OUTGOING U.S. MAIL

The last DOA pick-up for outgoing mail is at 2:15 pm. Any mail that needs to be out by the end of the day must be in the mailroom by 2:10 pm so that it can be brought to the pickup location. Call the Sergeant's office if you missed the afternoon basket pickup and we will deliver it to the mailroom.

LABELING OUTGOING MAIL

There are also some standard guidelines to increase compatibility of mail pieces that allows the Department of Administration to efficiently presort first class mail. Pieces should be typed in a consistent and equally spaced font throughout the address such as Courier New (10-12 characters per inch). No portion of the address should be underlined or bolded. All caps is the preferred format.

Company, titles, and names should all be reserved for the top two lines. The last two lines are the most important to insure accurate delivery. The second from the last line should contain the street address, rural routes, or post office box number and must be contained on one line. Suite, apartment, and room number should always be used when available. These numbers should be found either in the first two lines or at the end of the second from last line (not below).

Abbreviation marks (periods) and commas are not necessary. The last line is reserved for the city, state, and ZIP code information. Include the four-digit add-on ZIP when possible and do not put the Zip code on a separate line.

Most of us are aware of directional abbreviations: N – North, S – South, E – East, W – West. In addition there are approved street abbreviations: ST – Street, AVE – Avenue, LN – Lane, PL – Place, RD – Road, CIR – Circle, RR – Rural Route; and room abbreviations: RM – Room, STE – Suite, APT – Apartment, BLDG – Building, DEPT – Department.

SENDING A PACKAGE

On occasion your office may mail out bulky items (citations, information requests, etc.) Before placing items out to be transported to the mailroom, we ask that all items be properly packaged for mailing (packaged, sealed, addressed— including return address applied). Please contact the Sergeant's office to request mailing supplies. Preparing and labeling the package in advance lessens the chance of the item being mishandled and helps ensure proper delivery. However, should something need to be sent FedEx please contact the mailroom for appropriate envelope and paperwork.

BLUE BOOKS

Several things are required to get the bulk mailing rate when mailing *Blue Books*. These include:

- Every box must have a postal and a return address.
- The box can only contain the bluebook (no extra items – i.e. maps)
- Addresses must be typed, not hand-written.
- Every box is required to have a DOA bulk mailing indicia placed in the upper right hand corner to receive a reduced rate.
- *Blue Books* must be accompanied by a two-part mail slip. One part of the slip is sent with the books, and one is kept by the mailroom to verify the charges.
- Books must be sent in large quantities. The Sergeant's office can group multiple offices together should your order not meet the threshold (these cannot be time sensitive).

2019 BLUEBOOK RATES*

BULK: $3.80
MEDIA: $4.75
PRIORITY: $9.85 (typed label)

*NOTE: Rates typically go up in two years' time.

Smaller shipments can be sent through the mail. The rate will be higher. Often, immediately after the books arrive the DOA Post Office gets overwhelmed with outgoing books and they cannot process them fast enough to keep up with the demand for mailing cages. Please be patient. We will deliver carts in the order the requests were placed.

BULK MAILINGS

In order to qualify for the less expensive bulk mailing postage rate certain requirements must be met including having 200 identical pieces. Contact the postmaster for rates and more information.

POSTAL PATRON MAILINGS

A lot goes into planning an office newsletter (content, graphics, printing, etc.) Each office will also need to decide how it is going to be distributed (individually addressed, postal patron, newspaper insert). The Sergeant's office is only able to assist with non-newsprint postal patron (sent to an entire postal area) mailings. Other types of mailings (i.e. individually addressed, newspaper inserts) must be contracted to an outside mailing service.

For postal patron mailings please contact Patty in our office to be added to our project list. Please also give her an estimated arrival date, number of pieces, and when the list and labels for the mailing will be available (LTSB can assist with list preparation).

After processing the mailing will be bagged, tagged, and have certification information prepared by the mailroom. DOA Mail Services will transport mailing to the Central Post Office as room allows on its truck. Please allow for plenty of transport time since many offices schedule newsletters around the same time and the truck only has so much room. Earlier arrival ensures transportation will meet shipping deadlines since the Sergeant's office does not have access to a vehicle.

CONTACTS AND ROLES

CHIEF CLERK ACCOUNTS	**Janine Hale** **266-3826**	**The Chief Clerk's office should be contacted prior to any bulk mailing to verify requirements and to make arrangements for printing and processing (when needed).**
GRAPHIC DESIGN - DEMOCRATIC	**Scott Templeton** **264-8603**	**Can assist offices with newsletter layout and design.**
GRAPHIC DESIGN - REPUBLICAN	**Jessica Lehr** **264-8395**	**Can assist offices with newsletter layout and design.**
LTSB	**Support Staff** **267-9528**	**Can assist in preparing mailing data for certification for both targeted mailing addresses and postal patron.**
MAILROOM B10 WEST	**Chuck Johnson** **Chuck.Johnson@legis.wisconsin.gov or 266-1006**	**The mailroom will bag, tag, and arrange for postal patrol newsletter done on site to be picked up. They order Post Office mailing supplies for processing and can answer postal related questions.**
SERGEANT AT ARMS 411 WEST	**Patty (Neerland) Schroeder** **237-9620**	**The Sergeant's office can process non-newsprint postal patron. Advance notice is needed for upcoming mailings, so that we may prepare the necessary materials.**

Chapter

8

Capitol Logistics

CAPITOL TENANT INFORMATION AND POLICIES

The Department of Administration is responsible for keeping the Capitol in good working order. As tenants in the building we are responsible for following the guidelines set for occupancy. The following link has the complete tenant's manual: https://doa.wi.gov/DFDM_Documents/FacilityTenantManual.pdf. Below are a few key aspects to be aware of in the manual.

LACTATION ROOM (page 15, section 5, S)

All state office buildings have lactation rooms. Lactation Rooms are available for state employees and contractors. The Capitol Lactation room is located in B4 North. Contact the Chief Clerk's office to have your access card grant you access.

LOCKER ROOM (page 16, section 5, X)

There are men's (B28 West) and women's (B29 West) lockers located in the Capitol overseen by DOA. Employees can gain access by completing a Locker Room Assignment Agreement. Contact Anne in the Sergeant's office to obtain a copy.

POSTERS AND WINDOW DISPLAY (page 11, section 5, V)

Signs of any type are not allowed to be displayed in outside window. "Do not mark, paint, hang, or affix anything to the walls, windows, doors or elevators. Affixed items that deface the surface of the building will be removed and costs will be charged to the building occupant's agency. *No signs, displays, banners or similar items shall be visible through exterior windows of the State Capitol Building."*

OFFICE TEMPERATURE AND SPACE HEATERS PROHIBITION (page 12, section 5, I)

Should you have a concern about the temperature in your office, contact the Clerk's office and they will request someone come and adjust the temperature. There is no

charge for these requests and should it not be corrected please call to have it further adjusted. Space heaters are not allowed in the building unless an approval from Human Resources for an accommodation has been made: "Portable Heaters are Not Allowed in State Buildings. Fire Departments and safety guidelines prohibit the use of most portable space heaters due to the potential fire hazards."

RECYCLING (page 17, section 6, A)
Besides the garbage and recycling bins throughout the Capitol there are some specific operating procedures for recycling some items.

> **BATTERIES AND LIGHTBULBS** – The Sergeant's office serves as a collection point for batteries and compact fluorescent light bulbs. DOA will accept standard disposable, rechargeable, cell phone, and power tool batteries (no car batteries) and all compact fluorescent bulbs. Feel free to drop them off or we can come and collect them for you.
>
> **BLUEBOOK BAGS** - For the plastic bags that *Blue Books* come in please bag the bags together and place in the recycling containers.
>
> **STYROFOAM** - Should your office have styrofoam for recycling please place it next to the recycling bin in your office and the custodial staff will pick it up. Packing peanuts and dirty styrofoam (used plates) cannot be recycled (place in the waste bin).

SCHOOL GROUPS
The Basement Rotunda is overseen by the Capitol Police. When not in use by their agency the Capitol Police may be able to accommodate Representatives' requests to have school groups from their districts eat lunch in this area. For more information contact Andrew Hyatt at 266-7840. This area normally accommodates up to 140 people (not socially distanced). There are vending machines located in this area as well. The Basement Rotunda can be entered from the South stairwells using your access card. There is an area in the basement for storing lunches while groups are touring the Capitol. Contact Capitol Tours at 266-0382 for more information.

DOOR LETTERING

The Sergeant's staff is responsible for door lettering. All legislators are entitled to free door lettering. However, there is a six-dollar charge for each name of legislative staff (optional) on the door. This charge will include the word "STAFF:" (when not already there). Rates are subject to change.

Door lettering must be uniform throughout the Capitol. Only one style and size of lettering is available: one inch for Representatives and three-quarters inch for staff. All names or titles are formatted using the following formula:

Representative + First Name + Last Name

Only committee chairs, vice chairs and finance members are allowed to include their committee assignments on their door. For example:

Representative Pat Doe

Chairperson, Education Committee

Periodically throughout the year it may be necessary to update members' door lettering. When doing this we will try to combine any necessary changes into one order to be cost effective. Contact the Sergeant's office should you have specific door lettering requests or concerns.

OFFICE MOVES AND FURNITURE

Every biennium in coordination with the Assistant Majority and Assistant Minority Leaders our office assists in moving offices. In late November/early December a timetable for office moves will be established. LTSB and the Chief Clerk's office help facilitate phone, computer, and key transfers at this time as well.

Offices are responsible for packing items they would like moved by their scheduled move date. If moves go faster than anticipated, you may be asked to move sooner (morning rather than afternoon). Failure to be packed by your scheduled time could result in the office having to move items themselves with limited resources and having to pack while another office is moving into the current location. Please plan ahead. The Sergeant's office has boxes and tape offices can request. **We also have surface cleaners and paper towels available.** Please request these in advance of your move and return flattened boxes when the move is complete. We are happy to pick them up.

In order to accomplish all of the office moves in the scheduled time frame there will be no furniture rearranging during office moves. Please feel free to contact our office for these types of requests, but they will be completed after all offices have been transferred to their new locations. We are happy to schedule a time that works for you once the moves are completed.

BILL FOLDERS

Each district has a full set of bill folders labelled with the district numbers. Empty folders should be boxed in order to be moved with the office.

HISTORICAL SOCIETY PICTURES

Pictures on loan from the Wisconsin Historical Society (WHS) are to be left in place. The Chief Clerk's office will coordinate the movement of these items with WHS and DOA. New Representatives can work with the Clerk's office to arrange a time to meet with the Historical Society once moves are complete.

FURNITURE REQUESTS

To limit wear and tear on the furniture the general practice has been to keep furniture within the existing office. Any requests for additional furniture, to get rid of furniture, or for a change of office should be made early in the biennium in writing to the Assistant Majority or Assistant Minority Leader, whichever is your appropriate party leader. Please be as specific as you can in your requests. Decisions will be determined by your leader. Furniture is very limited and items may not be available.

Should a furnishing move be approved (very rare), the Sergeant's staff will do the moving. We are happy to help move furniture within your office as well. Many pieces are fragile and we are familiar with their structure and how to move them so we prefer to do this for you. Finally, state furniture cannot be removed from the building. The Sergeant's office will conduct periodic inventories of furniture in the Assembly.

EXTRA SUPPLIES

This year we are encouraging offices to take frequently used office supplies with them when moving to decrease shared contact. If you have extra supplies that have not been used recently you can leave them for the new occupant or contact the Sergeant's office to have them picked up and we will set them aside before returning to them to the

shelves. When there is a surplus it is best to contact us. If you have miscellaneous items such as excess maps, *Blue Books*, letterhead contact the Chief Clerk's office as they may be able to utilize them. The Sergeant's office can on occasion use excess envelopes for lunch errand envelopes. The tour desk also usually accepts *Blue Books* (new and old).

LEATHER MAINTENANCE

In 2011 the existing legislators' chairs in the Chamber and offices underwent an extensive repair process. In order to keep the leather chairs and couches in good condition regular maintenance is performed, typically summers of even numbered years. Should a repair be needed, please bring it to our attention before the leatherworkers arrive.

OFFICE ALTERATION CHARGES

If physical alterations need to be made to an office the Chief Clerk's office can arrange for these services with the Department of Administration (DOA), and will charge the office for any billable services.

Moving or covering an electrical box ("dog house"), picture hanging, paint touch up, furniture repair are all examples of work conducted by DOA Capitol Maintenance that have a cost associated with them. Depending on what needs to be done this can take anywhere from an hour to a couple of days. Because of damage by nails and continued patching and painting of the wall DOA uses a suspension system from the crown molding and nails are not allowed. Suspension rods are painted to match the specific color of the room and should not move locations (extras can be stored by DOA). Contact the Chief Clerk's office for requests or more information.

PARKING

Once elected legislators are assigned a parking space around the Capitol concourse and driveways, and GEF I (201 E. Washington Ave.) See map of stalls on page 43.

PARKING ASSIGNMENTS

The Assembly Sergeant's office oversees parking and spots are assigned at the beginning of the biennium. Once legislative leaders have chosen parking stalls, the Sergeant's office will follow seniority order when making parking assignments (with consideration for disabilities). Incumbents may keep their present stalls.

Weather conditions and special Capitol square events (farmer's markets, etc.) should be considered when selecting a preference. As Representatives with seniority choose different stalls, other spaces become available. The Sergeant's office will do our best to match freshman stall characteristics as choices are made, however please bear in mind that the more premium spots are typically taken by senior legislators.

PARKING ACCESS AND PERMITS

Parking sticker and temporary passes may be obtained from the Sergeant's office. These should be placed in the dashboard window on the driver's side. When stalls or permits change old permits should be returned to the Sergeant's office and replaced with the currently-issued permit. Parking permits are now cling-style which means they can be transferred from one vehicle/user to another.

In addition, Representatives who park in GEF 1 will be assigned a garage door opener. These are to be returned to the Sergeant's office (when no longer in use). Staff who are approved to use their Representative's stall may obtain an opener from the Chief Clerk. There is a thirty dollar refundable deposit required. Staff can contact the Clerk's office to obtain a copy of the opener agreement.

PARKING ENFORCEMENT

Capitol Police are in charge of parking enforcement both on the Capitol square and in GEF. Should a problem arise with parking in your designated location, please contact their non-emergency number 266-8797 to see what accommodation can be made. (Please have your stall number and license plate information available.) Should a parking problem wrongfully result in ticket issuance, the Capitol Police do have a ticket appeal process. You can find a link to the appeal form on the Capitol Police Department Home Page: https://doa.wi.gov/Pages/AboutDOA/WisconsinStateCapitolPolice.aspx

PHONES

LEGISLATIVE HOTLINE

The Legislative Hotline is located in the Assembly Sergeant's office. The Hotline is a number people in Wisconsin can call to find out who represents them in the state legislature. We look up constituents by address and provide them their Representatives' and Senators' contact information.

HOTLINE REPORTS

The Sergeant's office keeps track of calls received on the Hotline and once a week these reports are e-mailed to the legislature.

HOTLINE NUMBERS

LOCAL (MADISON AREA): 266-9960

TOLL FREE LINE 1-800-362-9472

OFFICE AND HEARING ROOM PHONES

In 2017 the Assembly implemented a new phone system with the help of LTSB. Below is a phone diagram and a brief phone operation description below, but more information is available at http://ltsb/phones. The Sergeant's office does have a speaker that can attach to the phone for conference calls. Contact Pat McKee, 237-9624 to borrow.

PHONE USAGE INSTRUCTIONS (BASIC)

Voicemail Access Number: **608-237-9300**

CALL TRANSFER BLIND

To complete a Blind transfer-

- Push **TRANSFER** button

- Dial extension or select from directory or Speed Dials; the URL key will change to **Trans**. Once a number is typed
- Touch **Trans** option; when the transfer is complete, the phone will automatically disconnect

CALL TRANSFER – CONSULTATIVE

To complete a Consultative transfer-

- Press the soft key while on a call
- Select the **Consultation Transfer** option from the menu

- In the **Transfer To** screen, dial any number or select from speed dials/directory
- This puts the original call on hold and calls the target
- When ready to transfer, press the **Trans** soft key or button to complete the transfer.

CHECKING VOICEMAIL ON PHONE

Each office has one voicemail box, shared across each phone. When there is an unread voicemail, the Envelope button will illuminate.

To check the voicemail on the phone:

- Select the **Envelope** button, listed above the **Contacts** button (note: this button will glow when you have an unread voicemail)
- The phone will dial the voicemail system and prompt you to enter your **Voicemail PIN**
- When prompted by the attendant, enter your **Voicemail PIN** and you will be given options to manage your voice mailbox.

FORWARDING CALLS (SIMULTANEOUS RING)

TO ENABLE:

- At the bottom of your Skype for Business (on your computer), select the Call Forwarding button
- Select **Simultaneous Ring** > **New Number**
- Type in the number you would like to have the calls also ring and click **OK**

TO DISABLE:

- At the bottom of your Skype for Business (computer), select the **Call Forwarding button**
- **Select** Turn Off Call Forwarding

Capitol Police Information

Emergency:
266-7700
911 - Will go through Dane Co. emergency call center

Non-emergency:
266-8797

Location
Dispatch: B2 North

Capitol Building Hours*
***Currently Closed**
8 am - 6 pm Weekdays*
8 am – 4 pm Weekends

*When the legislature is in session the building can be accessed after hours at the Martin Luther King Jr. Blvd entrance. State employees can also access the building (and the parking garage) with their state issued id by accessing a card reader, located on MLK Blvd., Wisconsin Ave., East and West Washington Ave.

Chapter

9

Security

CAPITOL GUIDELINES

The Capitol has Safety and Security Guidelines for the building. The Guidelines provide information on being safe in the Capitol. It is important that building employees are familiar with protocols and procedures to maintain a safe work environment. Some of the important information this document includes: evacuation procedures, weather emergency procedures, bomb threats, weapons incidents, workplace violence, unwanted visitor, lost child, suspicious letter or packages. Copies of these guidelines are located in the back of your Chief Clerk Manual.

CAPITOL POLICE

The Capitol Police Department dispatch is located in the basement of the Capitol, room B2 North. Its command post is in the Risser Justice Center, 17 West Main St., Suite 300. Contact numbers are:

- Police Dispatch.....6-7700
- Non-Emergency.....6-8797

CAPITOL EMERGENCIES

No two emergency situations are exactly the same. Having a good understanding of safety and security procedures and an ability to think on your feet are going to help in times of need. The Capitol Police are here to assist in keeping everyone in the Capitol safe. As employees in the building there are a number of things we can do to help maintain safety in our workplace as well. Some of these include:

- Abide by building safety and fire codes.
- Obtain and carry Capitol Police issued identification card (bring along driver's license when scheduled).
- Have emergency phone numbers easily accessible (Capitol Police can provide stickers for phones).
- Prepare yourself for emergency situations at work and home. Have a plan and alternatives for actions when an emergency presents itself.
- Familiarize yourself with the Safety and Security Guidelines and the Capitol building. Know what to do in an emergency including where to meet, where duress buttons are located and how to activate them, where AED, first aid kits, and areas of rescue can be found.
- Take part in safety training, such as that offered by the Capitol Police or the American Red Cross.
- Be aware of your situations and surroundings. Contact the Capitol Police as soon as something seems out of the ordinary or concerning. We all need to work together to keep our work environment safe.

DURESS BUTTONS

In an effort to make the Capitol a safer workplace, duress buttons were installed in Capitol offices. Please familiarize yourself with where these are located in your office and hearing rooms. To activate the duress buttons in most offices they are lever activated. Hearing room buttons are activated by simultaneously pushing two buttons.

When activated a signal is sent to the Capitol Police dispatch center notifying them of the location to respond to. In any duress situation it is important to have alternative options. Towards the end of even numbered years the legislature proactively replaces the batteries in all duress buttons in the Capitol. The Capitol Police help facilitate this and will be working to update all the batteries and test each unit.

FIREARMS AND WEAPONS POLICY

The State Capitol houses a number of different branches of government and each has its own policy on firearms. Firearms and weapons are not allowed in the office of the Capitol Police. Below is the Assembly policy regarding carrying concealed weapons:

ASSEMBLY GENERAL POLICY

Except as provided below, an individual may carry a concealed weapon in any space within the State Capitol that is assigned to the State Assembly or the State Assembly's members or officers, unless the individual is prohibited by law or Assembly policy from carrying the concealed weapon.

ASSEMBLY REPRESENTATIVE OFFICES

An Assembly representative may post a sign in a prominent place near the public entrance to the office, stating a weapon restriction for that office. The Chief Clerk shall provide uniform signage for use by Assembly representatives under this policy.

Representatives interested in posting can contact the Sergeant's office to have a sign placed (on the lower left hand corner of the glass of the entry door.)

FIRE CODE

The Fire Department periodically conducts onsite fire inspections in the State Capitol. The most common violation throughout the Capitol is utilizing power strips and extension cords for small appliances. Fire code prohibits powering appliance with extension cords, appliances should be plugged directly into an outlet. Your assistance is appreciated.

RAVE ALERTS

The Rave system is an emergency alert system used by state government to contact employees in the event of emergencies. Individuals may update contact preferences by logging into STAR: https://ess.wi.gov/psp/ess (see Capitol Safety & Security Guidelines).

SAFETY TRAINING

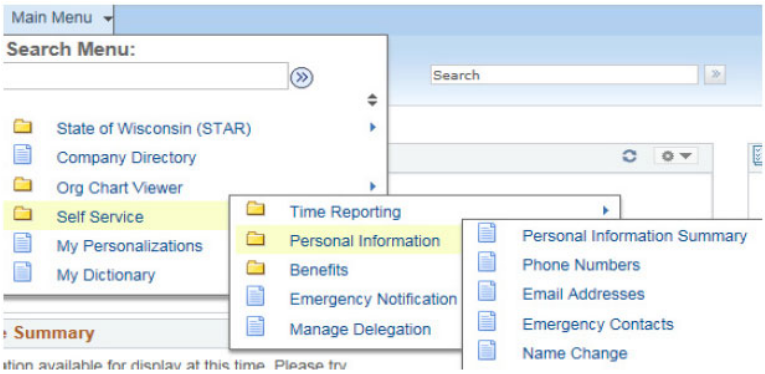
The Capitol Police periodically conduct training including Safety in the Workplace, lifesaving CCR (Cardio Cerebral Resuscitation), and Active Shooter training. Everyone is encouraged to attend this training when it is offered.

Updating RAVE Emergency Alert System

Log into STAR ESS at https://ess.wi.gov/psp/ess

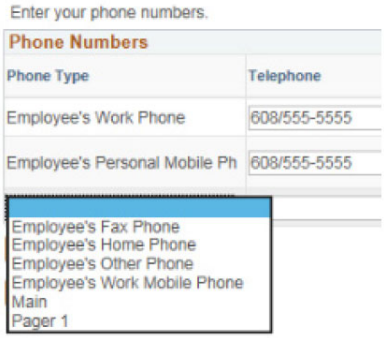
To update phone numbers in STAR

1. Click Main Menu -> Self Service -> Personal Information -> Phone Numbers to add or modify a phone number.

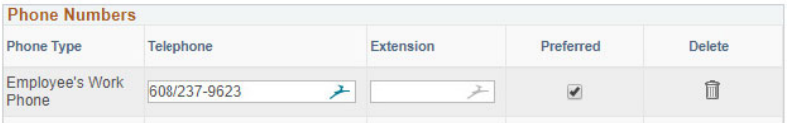


2. To ensure RAVE alerts work phone type, either landline or mobile must be accurate. Please choose appropriately. Choices include:

a) Employee's Work Phone – office landline
b) Employee's Home Phone – personal landline
c) Employee's Other Phone – personal mobile
d) Employee's Work Mobile Phone – state issued mobile



3. If you have multiple entries you may also choose the preferred notification number by checking the associated box. Old phone numbers can also be deleted here.

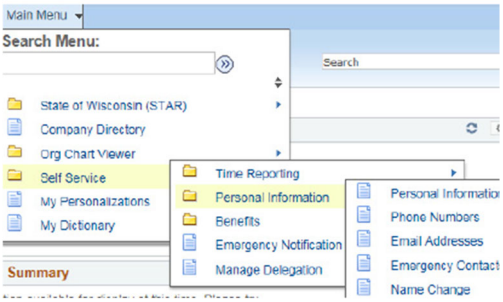


4. Click "Save".

5. The new information will be added to RAVE during the next update (usually next week day evening).

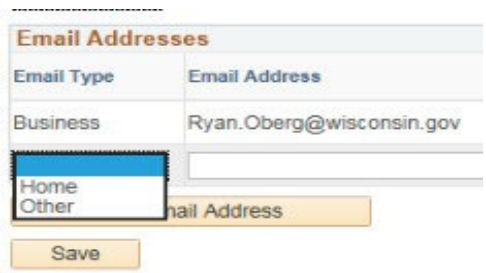
To update email in STAR

1. Click Main Menu -> Self Service -> Personal Information -> Email Addresses



2. Update existing email addresses or
click "Add Email Address" to add a new email address. Please note the Legislative email cannot be modified by individual employees. Please contact Human Resources should this be incorrect.

a) Select Home to add personal email
b) Enter Email



3. If you have multiple emails you may choose the preferred number by checking the associated box. Old emails can also be deleted here.

4. Click "Save".

5. The new information will be added to RAVE during the next update (usually next week day evening).

Chapter

10

Press

CAPITOL PRESS ROOM

The Wheeler Press Room is located in the round room located on second floor southwest of the Capitol (235 SW). There are press boxes located in this room we can distribute press releases to. Below is a list of the identified box holders (in order).

	1	2	3
1	Wheeler Reports	Associated Press	Milwaukee Journal Sentinel
2	Wisconsin State Journal	Capital Times	WKOW-TV
3	CBS 58	WIBA Radio	Wisconsin Radio Network
4	WisPolitics.com	WISC-TV	Wisconsin Eye
5	WHA Radio	WMTV	
6	Wisconsin Catholic Newspapers	Wisconsin Jewish Newspapers	
7	State Archives	Fisher Financial	
8	Daily Reporter		

PRESS CREDENTIALING

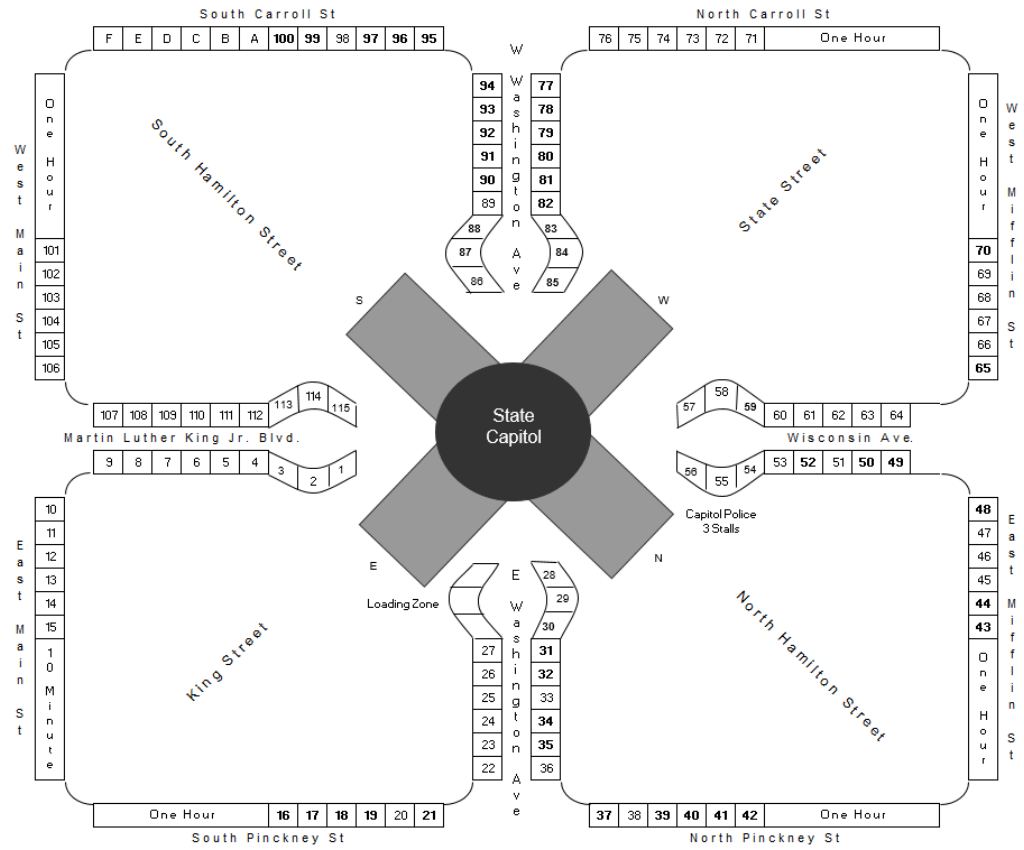
The Wisconsin state legislature has established a process for members of the media to apply for legislative credentials to gain access to the floor during legislative sessions of the Assembly and Senate. Members of the media granted access are expected to abide by the rules of the Chamber and must provide proof of employment. There are two types of credentials that can be applied for – temporary (will have a stick-on nametag issued on a daily basis) or sessional (for an entire two-year biennium) which includes a picture ID.

Chapter

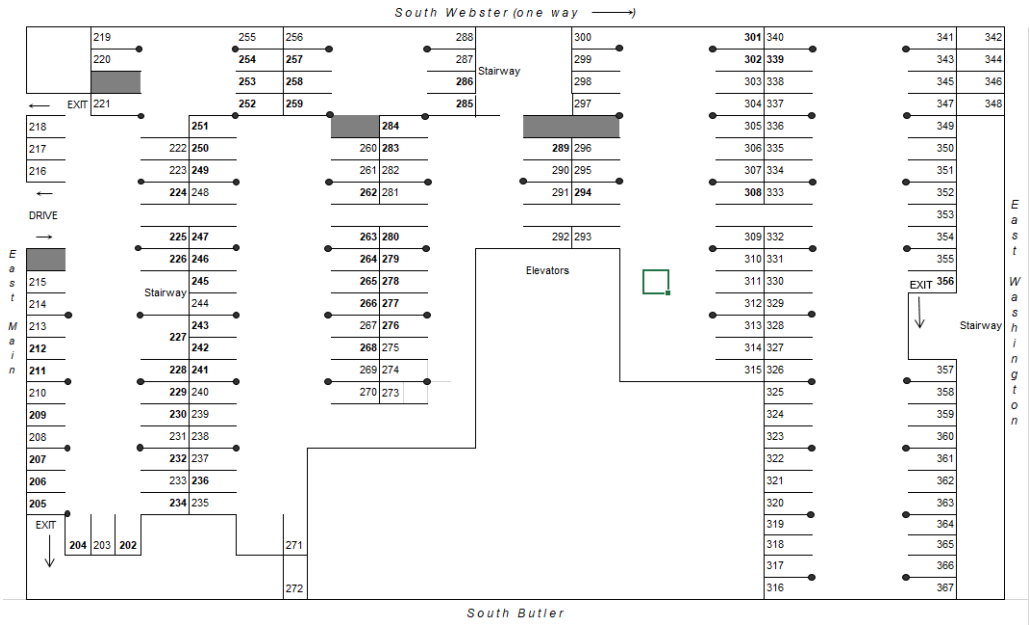
11

Maps

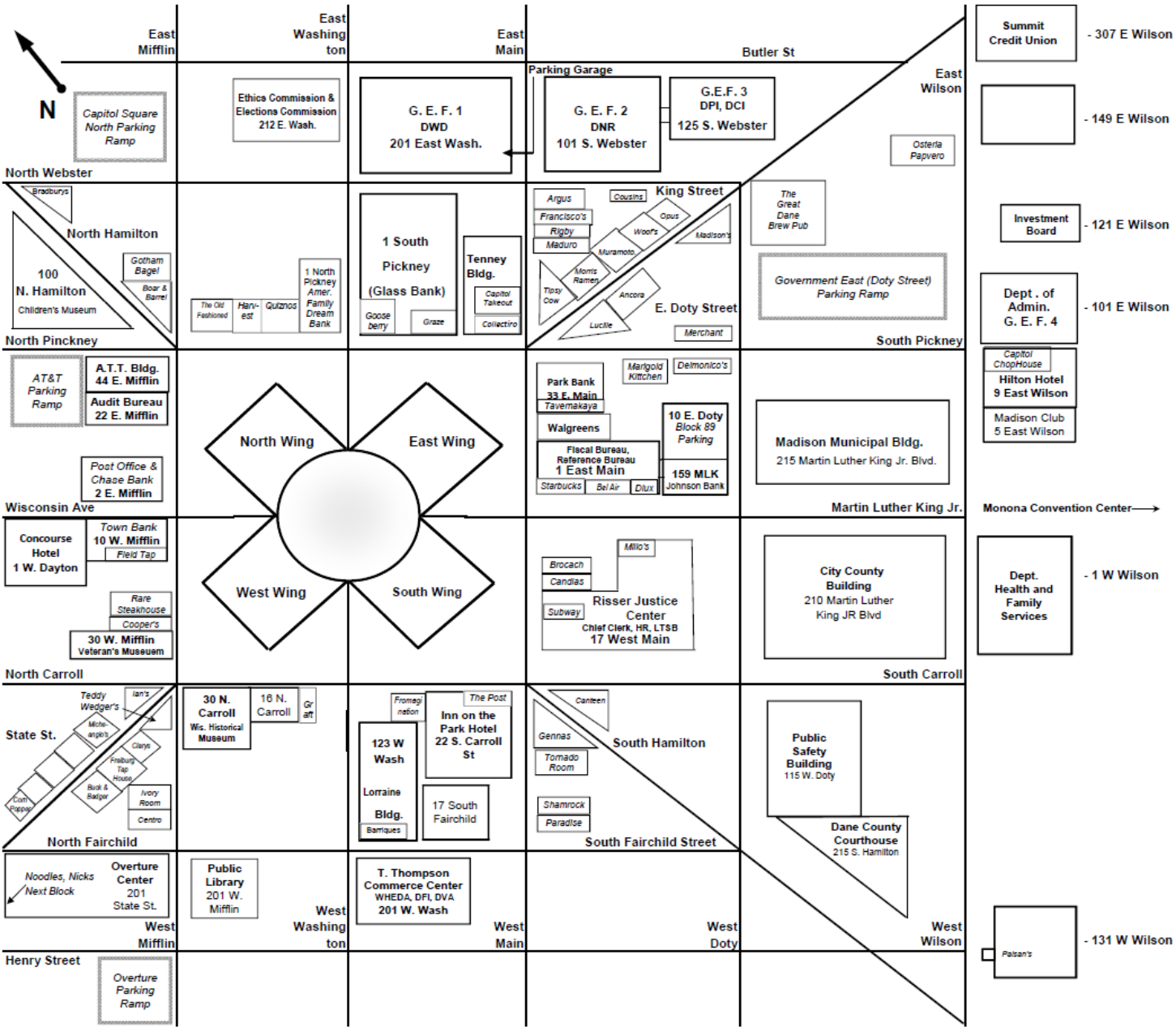
PARKING



GEF 1 - IL LEVEL PARKING



DOWNTOWN MADISON MAP



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